

U.S. Department of Transportation



FY12 ANNUAL CONFERENCE

JULY 25, 2012

Welcome

➤ **Safety / Housekeeping**

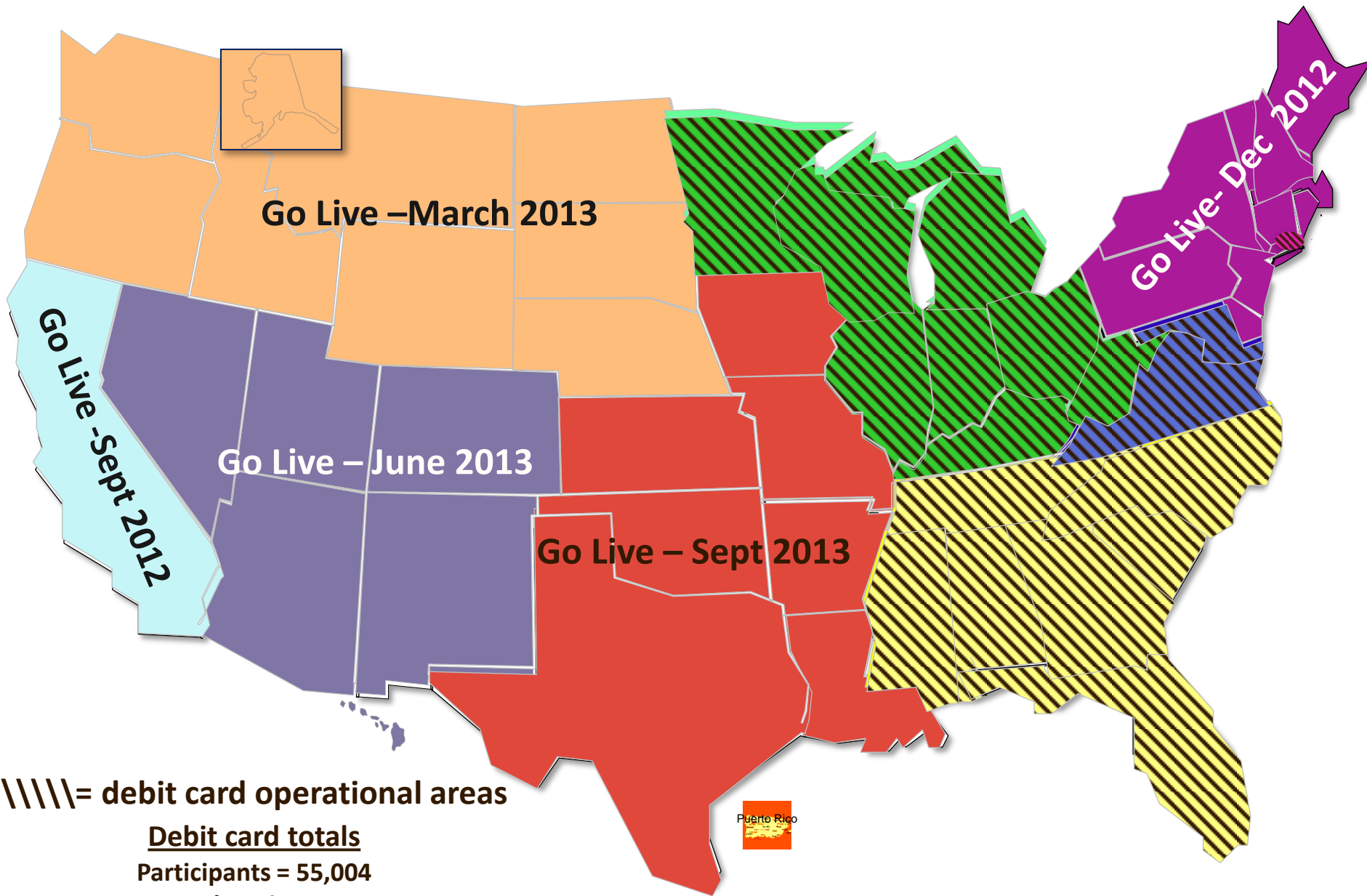
➤ **Agenda Items**

AGENDA

- **Debit Card**
- **Cost Savings Methods**
- **Interagency Agreements**
- **TRANServe Website**
- **TRANServe Web Application**
- **Next Steps and Key Dates**

Debit Card

- **Roll Out Status**
- **Roll Out Steps**
- **TRANServe Enrollment Trends**
- **Anomaly Reporting**



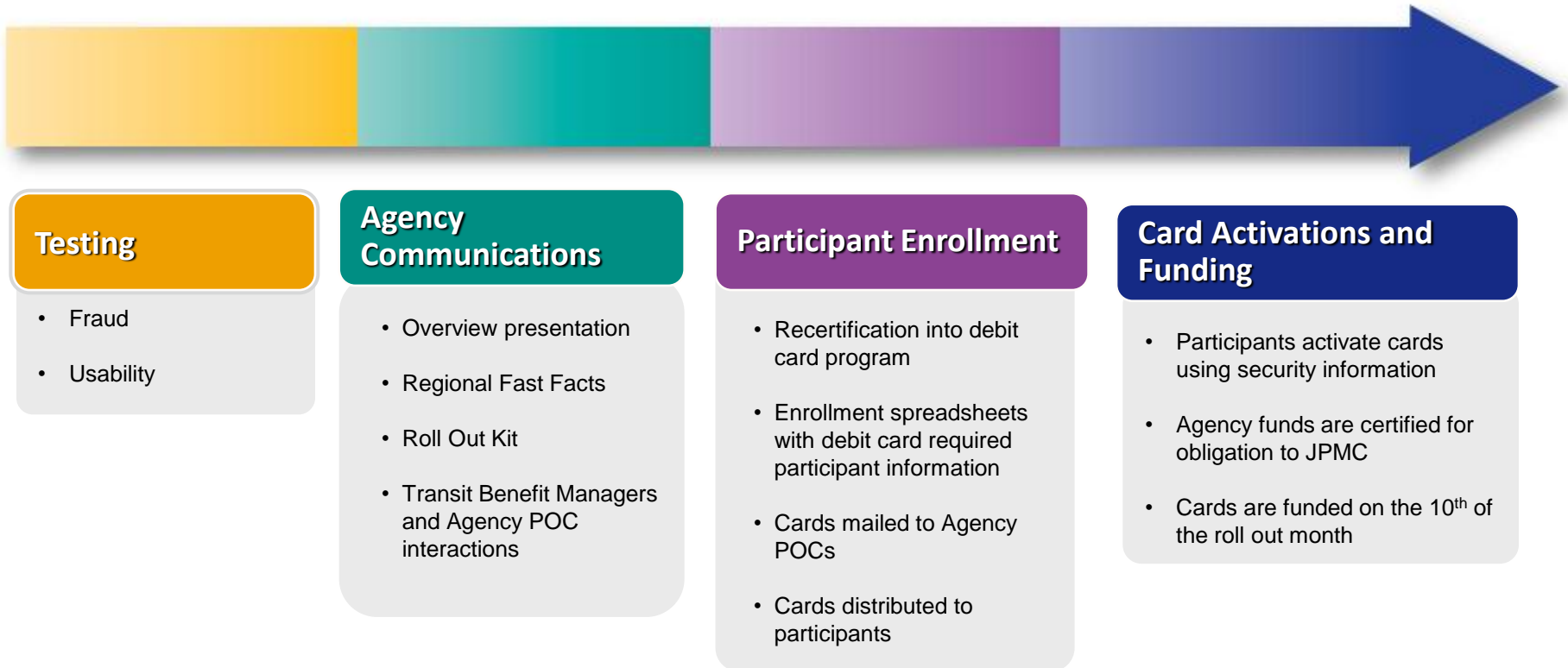
Debit card totals

Participants = 55,004

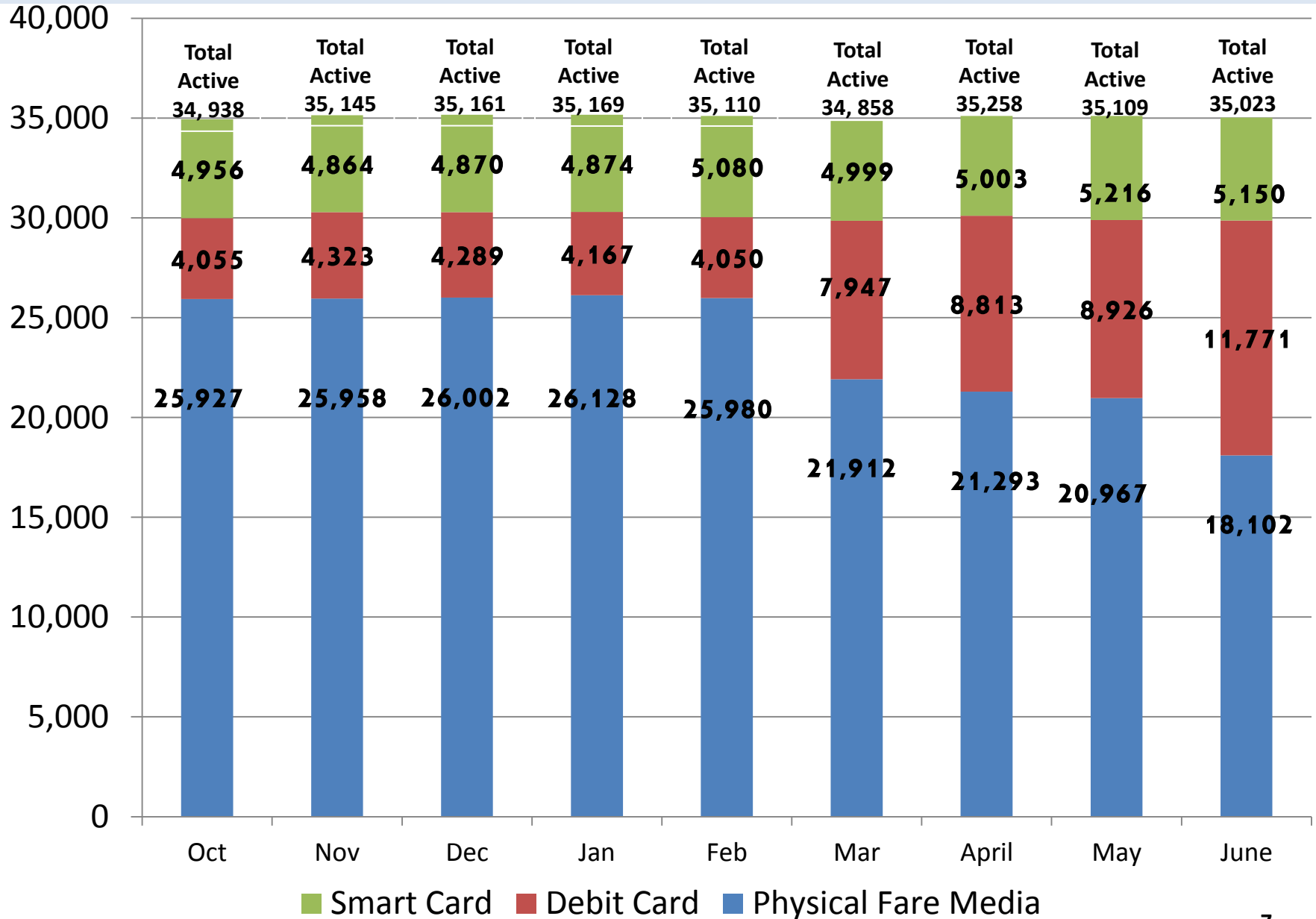
Agency locations = 741

Transit Authorities/Providers= 90

TRANServe Debit Card Roll Out - Major Steps



Sample Agency enrollment #s by media type



Side by Side Comparison

Paper Fare Media to Electronic Fare Media

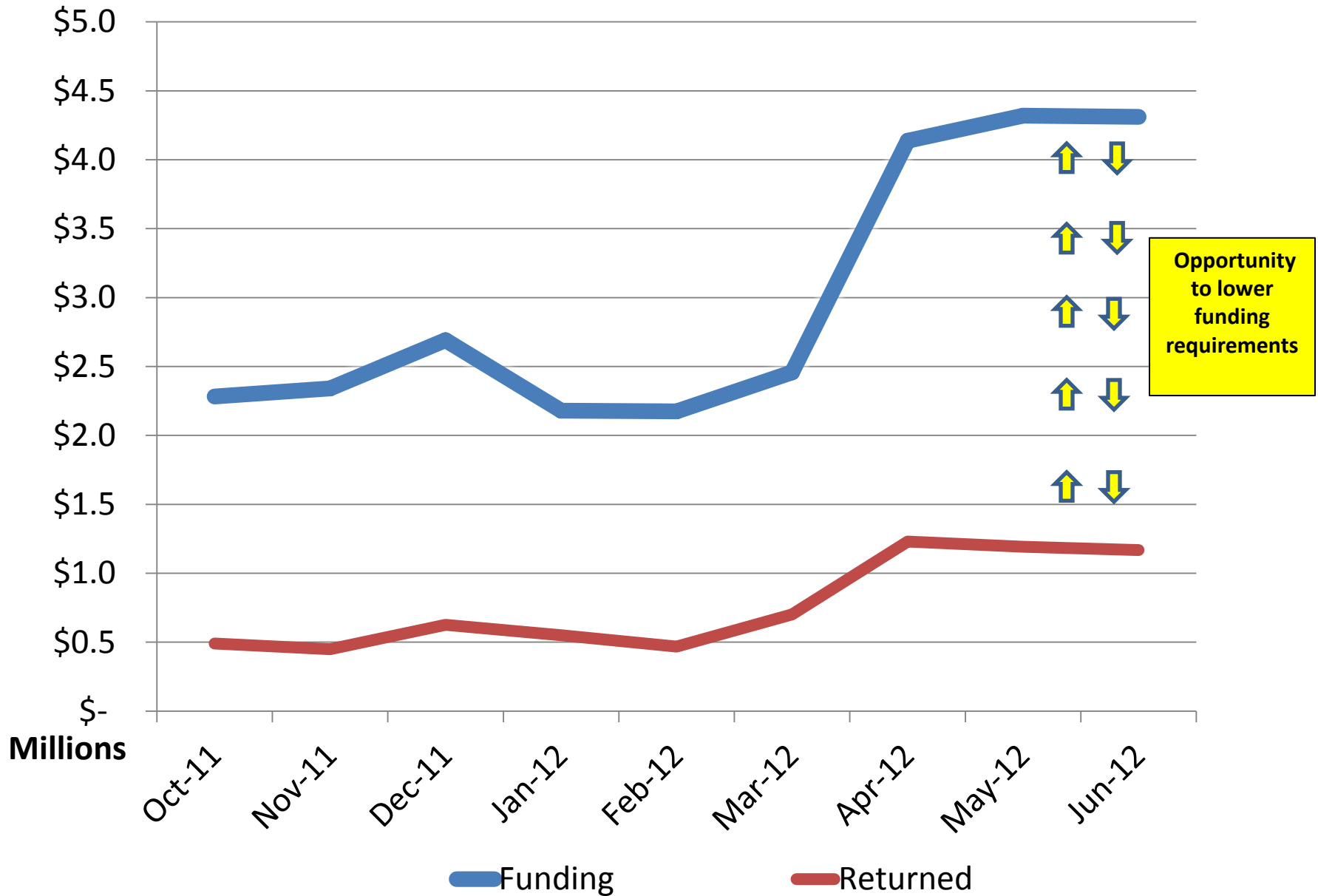
Paper Fare Media

- Quarterly distribution schedule
- Credits non-instant processing back into inventory
- On-site distributions for location with large participant numbers
- Widely accepted by major transit authorities
 - However, many are moving to an electronic platform
- Reporting that allows data reconciliation

Electronic Fare Media

- Monthly distribution schedule
- Automatic return of unused funds
- No lag time in recording unused funding.
- Lower Distribution costs
- Eliminates Voucher surcharges
- No quarterly distribution of paper vouchers
- Routine funding cycles
- Widely accepted by major transit authorities
 - Especially by TA's moving to an electronic platform
- Anomaly reporting
 - Detailed transaction information
 - Customer's name printed on debit card
 - MCC restricted
- Ability to track participant transactions
- Usage monitoring
- Reporting that allows data reconciliation

FY12 Debit Card Monthly Funding Utilization

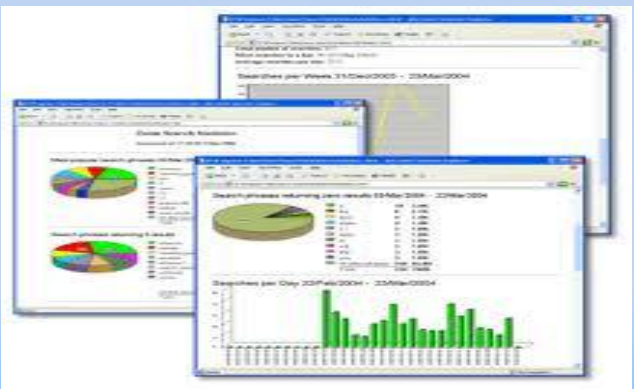


Debit Card provides transparency into how the benefit is being used:



JP Morgan Chase banking system captures transaction level details:

- Transit Providers / Merchants
 - Purchase Locations
 - Time of Purchases
 - Amount of Purchases
 - Merchant Category Codes
 - Rejected Purchases
- =



“It has come to our attention that a transit benefit participant may be involved in the possible misuse of transit subsidies.”



U.S. Department
of Transportation
**Office of the Secretary
of Transportation**

TRANServe
- business in motion -

Dear _____

It has come to our attention that a _____ transit benefit participant may be involved in the possible misuse of transit subsidies. The participant's name is _____. Utilizing the transit benefit debit card, the participant made a purchase of \$12.45 at _____ on July 6, 2012.

Attached is a copy of the participant's July 6, 2012 activity for the transit benefit debit card. _____ previous transit benefit debit card transactions were checked as well, and no anomaly was found.

Should you require additional documentation or if I may assist you in any way, please let me know.

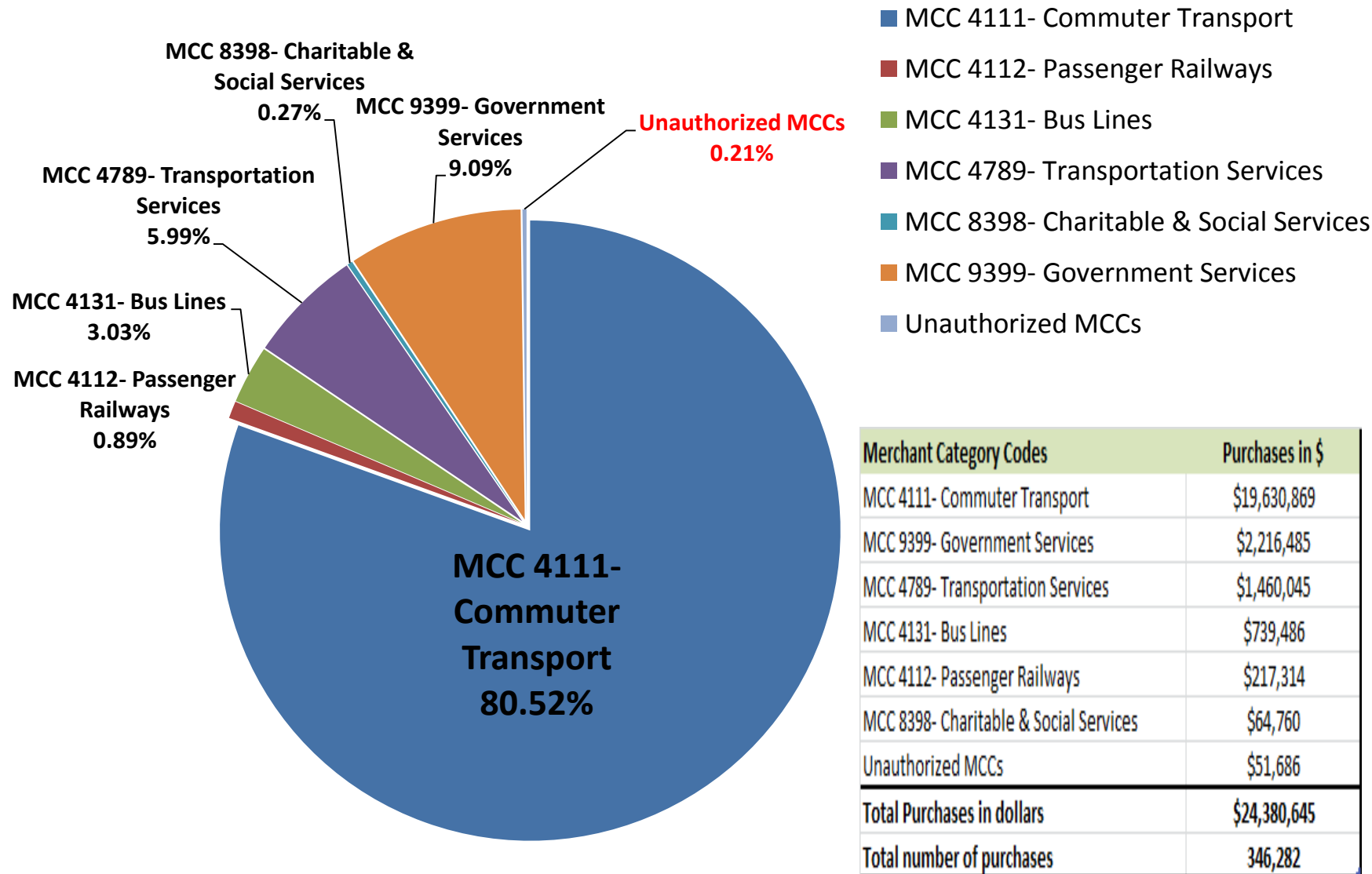
In addition, I would appreciate your acknowledging below your receipt of this memorandum. Please sign and return to me via email at your earliest convenience.

Received by: _____
Signature

Printed Name

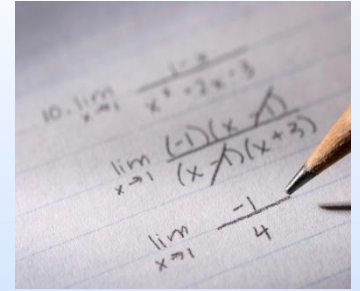
Date: _____

TRANServe Debit Card Merchant Category Codes from June 2011 – May 31th, 2012





Cost Savings Methods



- ✓ Annual Recertification
- ✓ Timely Updates
- ✓ Auto Withdraw Policy
- ✓ Reports

TRANServe Customer Conference

TRANServe Business Office

July 25, 2012

Business Office Team

- Denise Wright
- Cheri Johnson
- Edwina Crable
- Kendra Newman
- Chris Skipper
- Amy Sullivan

Business Office Overview

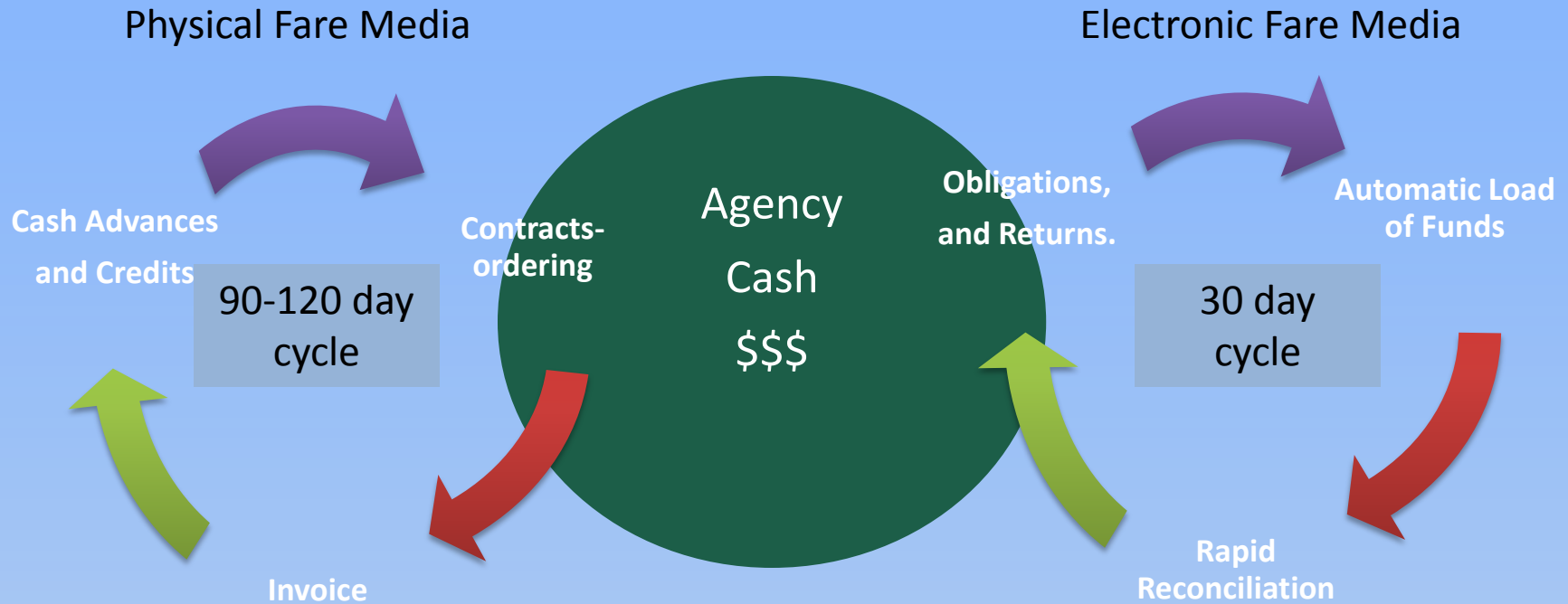
- Electronic TRANServe
- Mid-Year Billing Adjustment
- End of Year (EOY) Billing
- Interagency Agreements (IAA)
 - Fiscal Year 2013 (FY13)

Electronic TRANServe

- Organizational Efficiencies
 - Automatic Return of Unused Funds
 - No Lag Time
 - Automatic Distribution
 - Lower Distribution Cost
 - Daily Data Reconciliation
 - No Voucher Surcharge
 - Eliminate Contracts

TRANServe Funds Management Diagram

by fare media type



Paper Fare Media

- ✓ Large Amount Paper/Printing
- ✓ 90-120 Day Funding Cycle
- ✓ Inventory Buffer
- ✓ Non-instant Credit Processing
- ✓ On-Site Distribution
- ✓ Voucher Surcharge

Electronic Fare Media

- ✓ Environmental Friendly
- ✓ 30 Day Funding Cycle
- ✓ Automatic Return of Unused Funds
- ✓ Automatic Distribution
- ✓ No Voucher Surcharge
- ✓ Eliminate Contract \$\$

Mid-Year Billing Adjustment

- July Bill for June Services
 - Onetime Upward Adjustment
 - Already Received Against Q4 (IPAC)
 - No Action Needed
 - (Business Office Exhibit 1)
- Timely Execution of Funds
 - Credit IPAC
 - Early August
 - Agency Use

Mid-Year Billing Adjustment Cont.

- FY12 IAA Modification
 - TRANServe Prepare and Forward
 - Mid August
 - Lower Current Agreement
 - Reflect Return of Funds
 - Agency's Return Signed FY12 IAA Modification
 - 10 Days of Receipt
 - TRANServe Point of Contact (POC)

End of Year Billing

- Prior Years (PY)
 - September Bill for August Services
 - September Bill for September Services
- Current Year (CY)
 - On-going Discussion

FY13 Customer Agreement

- Provided FY13 Agreement
 - June 28, 2012
- Package Included:
 - OST Customer Agreement
 - OST Partnership Agreement
 - Determinations and Findings
 - Agreement Checklist

IAA Information Validation

Accounting Information

Ensure Accuracy

Finance and Program POCs

Confirm Information

Obligation Information

Obligation Amount

100% Q1 Funding

Annual Pass Fund 100%

Authorized Approval Signatures
Signatures Required

(Business Office Exhibit 2)

Interagency/Intra-agency Agreement			
Parties to the Agreement			
BUYER		SELLER	
1A. Department	U.S. Agency for International Development	1B. Department	U.S. Department of Transportation
2A. Agency	Office of Administrative Services	2B. Agency	Office of the Secretary of Transportation
3A. Office	Facilities Management Division	3B. Office	Transit Benefits Program, M-73
4A. OBLIGATION NUMBER		4B. AGREEMENT NUMBER	001-TFC-3020010201-13
5A. Agency Location Code (ALC)	12-34-5678	5B. Agency Location Code (ALC)	69-01-0007
6A. Data Universal Numbering Sys. # (DUNS)	12-345-6789	6B. Data Universal Numbering Sys. # (DUNS)	13-222-7039
7A. Tax Identification # (TIN)	12-3234567	7B. Tax Identification # (TIN)	52-2211023
8A. Treasury Approp. Fund Symbol (TAFS)		8B. Treasury Approp. Fund Symbol (TAFS)	69X4520
9A. Trading Partner Code	123456	9B. Trading Partner Code	690000
10A. Accounting Classification Code	Agency LOA	10B. Accounting Classification Code	14X4520000.2013.0000000000.1103006000
Points of Contact for the Agreement			
BUYER		SELLER	
11A. Finance Point of Contact		11B. Finance Point of Contact	
Name	Jane Smith	Name	Brenda Nesbit-Barlow
Address	Financial Management Division	Address	OST, WCF, Washington, D.C. 20590
Phone	(202) 123-4567	Phone	202-366-1016
E-mail	jane.doe@agency.gov	E-mail	brenda.nesbit-barlow@dot.gov
12A. Program Point of Contact		12B. Program Point of Contact	
Name	Jon Doe	Name	Stacey Clark
Address	Washington, DC 20523	Address	Washington, D.C. 20590
Phone	(202) 891-1234	Phone	202-366-7257
E-mail	jon.doe@agency.gov	E-mail	stacey.clark@dot.gov
13. Period of Performance		14. Legal Authority	
From (mm/dd/yyyy)	To (mm/dd/yyyy)	Administrative Working Capital Fund (49 U.S.C. 327)	
October 1, 2012	September 30, 2013	Economy Act of 1932 (31 U.S.C. 1535)	
		Interagency Acquisitions (48 CFR 17.5)	
15. Total Agreement Amount (estimate)		16. Payment Terms and Schedule	
\$ 721,823.00		See Attachments	
17. Description of the Supplies, Services and Deliverables Required.		Fiscal Station Number (FSN):	
See attached pages for description and specific terms.		DOD Agencies Only	
\$ 2,887,291.05	Total annual estimated agreement amount		
\$ 721,823.00	Total amount obligated (block 15 amount)		
\$ 2,165,468.05	Balance of funding to be provided at a later date by modification		
Advances / IPAC are drawn Quarterly <input checked="" type="checkbox"/> This document serves as the funding commitment for the OST Customer Agreement with the Department of Transportation and the above mentioned agency.			
Agreement Termination: Parties to the agreement shall provide 90 days notice for cancellation or termination of supplies, services and/or deliverables described in this agreement.			
Authorized Approvals			
BUYER		SELLER	
18. Name and Title of Program Manager		21. Name and Title of Program Manager	
Jane Smith		Stacey Clark	
Title		Program Manager	
Signature	Date	Signature	Date
19. Name and Title of Funds Certification Official		22. Name and Title of Funds Certification Official	
Jon Doe		Wanda Harvell	
Title		Office of Financial Management	
Signature	Date	Signature	Date
20. Name and Title of Contracting Officer		23. Name and Title of Contracting Officer	
Sallie Mae		Loni Chinn	
Title		Contracting Officer	
Signature	Date	Signature	Date
Form DOT F2300.1a (Rev. 10-2006)			

How TRANServe Funds

- IPACs
- Funding
 - Q1 & Q2 100% Alpha Roster Quarterly
 - Q3 & Q4 Utilization
- Timely Execution of Funds
 - Earlier Return of Funds
 - Timely End of Year (EOY) Closeout

Thank You



<http://TRANServe.dot.gov>

- **Home Page**
- **Debit Card**
- **Resources**
- **Participants**
- **Contact Us**
- **F.A.Q.s**

<http://TRANServe.dot.gov>

➤ Redesigned & Expanded

- Keep the Transit Benefit Program Community Better Informed
- Permit Transit Benefit Participants to Self Serve
- Centralize Resources for Transit Benefit Program Administrators

<http://TRANServe.dot.gov>

- Home Page
 - DOT News Flash
 - Recent Bulletins
 - Transit Links
 - Traffic/Weather/Metro
 - Email for Feedback
 - Stay Connected

<http://TRANServe.dot.gov>

- Debit Card Page
 - Interactive Map
 - Tracks implementation progress
 - Shows when your state implements
 - How do I use my TRANServe Card?
 - F.A.Qs – specific to the Debit Card
 - Fast Facts
 - testing locations, results and links
 - Forms

<http://TRANServe.dot.gov>

➤ Resources

- Archive Bulletins, Announcements and Reports
- Legal Guidance
- Policy and Procedures
- Training, Instructions & Guides

<http://TRANServe.dot.gov>

➤ Participants

- Enables your employees to self serve
- Centralizes Your Program Information
- Portal to the Web Application

TRANServe Web Application

- **Free to Agencies**
 - IT configuration
 - User Guides
 - Training

- **Eliminates use of paper**
 - Participant information more secure
 - Application history is stored on secure server
 - Green initiative

- **Increased efficiency**
 - Fewer errors
 - Application and worksheet easy to read
 - Streamlined verification/approval process

TRANServe Web Application

➤ Redesigned

- **Meets/exceeds OMB Memo requirements**
- **Mandatory use of Government email address as User Name**
- **Basic customization available**
- **User-friendly**
 - **Easy to apply, withdraw or submit monthly certifications.**
 - **Commuting cost breakdown worksheet easy to understand and complete.**
 - **Auto-calculations, dynamic help menus**

U.S. Department of Transportation

